

INSTRUCTIONS: Non-Standard Course Request

Course and Curriculum Programs

511 IAC 6-8-1

A separate Approval request form shall be used for each **non-standard course** (a systemized unit of study of a specific body of knowledge or set of skills similar to those courses identified by course titles in 511 IAC 6.1-5.1 and usually of one school year or less in duration) or **curriculum program** (a systemized program of study of greater scope or duration than a course) planned. A new request shall be submitted each time a previously approved non-standard curriculum Approval is to be amended or extended beyond the approval period.

Submit **one** original copy of each Approval request form.

Initial Approval requests should be submitted five (5) months prior to the planned implementation date. Approvals, which involve a major modification in operation of a school, or school corporation, should be submitted eight (8) months prior to the planned implementation. Request for amendments to, or extensions of, a previous Approval should be submitted three (3) months prior to the planned implementation.

Requests for an extension of a previous Approval shall be accompanied by the evaluation report of the expiring Approval period.

Approval Request Forms are to be completed as described below.

SECTION I TYPE OF APPLICATION

Check “**(A) Initial Request**” if the proposed non-standard course or curriculum program has not been previously approved. Check “**(B) Extension of an Approval**” if a Approval for the course or program has been previously approved, the approval period is expiring, and your school corporation wishes to continue the program. Check “**(C) Amendment to an Approval**” if a Approval for the course or program is currently approved but a change is planned that goes beyond the scope of the initial request.

SECTION II APPLICANT CORPORATION IDENTIFICATION

1. Enter corporation information as requested.
 - The school corporation number can be found by checking with the school superintendent’s office or online at <http://www.doe.in.gov/data>.
2. Enter requested information of the person in the school corporation who is most familiar with the planned program and most capable of answering technical questions during the state review.

SECTION III RULE APPROVAL REQUESTED

Approval should be requested for each section of the State Board of Education rules with which the proposed course or curriculum will be in non-compliance. Describe each (non-compliance) by Code Section Number, Section Title, and a brief Description of how the course or curriculum will not comply with the rule.

An example of a rule Approval follows:

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Code Section #: 511 IAC 6.1-5.1-3

Section Title: Course (Social Studies)

Description: Offer a two-semester course titled "Local Government processes."

SECTION IV AUTHORIZATION

For any application to be reviewed, it shall include documentation of the local governing body's authorization (School Board minutes) to request the Approval; and **2)** the superintendent's signature.

SECTION V PROGRAM INFORMATION

1. Enter a short descriptive title of the planned non-standard course or curriculum program.
2. Complete information about the school where the program is to be implemented. If the Approval is for more than one school please check the box and an attached list of additional school(s).
3. If applicable, provide the requested course information.
4. If a contract or agreement with an outside agency or institution is needed to implement the program check yes; then briefly describe the nature of the contract in section provided.

SECTION VI PROGRAM DESCRIPTION

Attach a narrative covering each of the topics listed.

1. **Rationale** - State the purpose(s) of the proposed course or curriculum program and describe *how it will more effectively serve the needs of students* than a course or curriculum program that complies with the rules.
2. **Course or Program Description** - summarize the content, *Indiana Academic Standards to be mastered, and activities* to be included in the proposed course or curriculum program.
3. **Staffing** - Describe the qualifications of the staff members who will implement the course or curriculum program, and/or the training which will be provided to the staff. Also, give the criteria that will be used to select replacement or new staff for the course or curriculum program.
4. **Teachers Teaching Outside of Their Licensed Area – No Approvals** to the Highly Qualified Teacher rules will be granted.
5. **Planning** - Describe the planning process for the proposed course or curriculum program including the *extent of community and staff involvement*.
6. **Evaluation** - State what criteria and information will be used to assess *student progress* in the course or curriculum program and the *effectiveness of the course or curriculum program* in accomplishing the purpose(s) stated in (1) above (Rationale).